

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Policy

**JO 1110.90H**

Effective Date:  
May 17, 2006

**SUBJ: AIR TRAFFIC SUPERVISOR'S COMMITTEE (SUPCOM)**

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**1. Purpose of This Order.** Establishes and redefines guidelines for the organization and function of an Air Traffic Supervisor's Committee (SUPCOM) for the purpose of maintaining open communication with operations supervisors by facility/HUB/district, service area and national Air Traffic Organization (ATO) management.

**2. Who This Order Affects.** This order affects all ATO air traffic managers and supervisors.

**3. Cancellation.** Order 1110.90G dated February 1, 2001, is cancelled.

**4. Explanation of Policy Changes.** This revision includes the following changes:

- a. SUPCOM structure to align with ATO's Organizational Structure.
- b. Clarifies SUPCOM election procedures.
- c. Clarifies duties and responsibilities of SUPCOM elected officers.
- d. Established responsibility for funding of SUPCOM activities.

**5. Background.** It has long been recognized that communication between operations supervisors and all levels of Federal Aviation Administration (FAA) management is not only beneficial but is essential in maintaining the effective management of our daily operation. SUPCOM is designed to handle concerns of operations supervisors as a group and to make their concerns known to FAA field, service area, and national officials. These concerns are identified by the supervisor's direct exposure to actual operating conditions and serve to prevent misunderstanding amongst all the different levels of management.

**6. Responsibilities.**

a. General. SUPCOM shall be established at the facility, HUB/district, service area, and national levels and consist of air traffic control front line managers referred to as operations and/or supervisors.

b. Participation. ATO management shall include SUPCOM, at the facility, HUB/district, service area, and national level in decision-making processes which affect supervisors.

c. Resources. National SUPCOM activities will be funded equally among the ATO service units. Facility and HUB/district managers and service area directors shall provide for administrative time and other resources necessary for the SUPCOM officers to carry out their responsibilities. It is understood that operational and related responsibilities are a supervisor's first

priority. SUPCOM responsibilities are also of high priority and every effort should be made at all levels to provide the resources required to allow SUPCOM officers to comply with the requirements of this order.

d. Fulfillment of Officers' Terms. In the event that any SUPCOM officer vacates his/her position as a supervisor, he/she may, by mutual agreement of their SUPCOM team and the corresponding level of ATO management, continue in office for the duration of the elected term or until a replacement is elected or appointed per other provisions of this order, whichever occurs first.

e. Variances. It is recognized that on occasion situations may occur in which vacancies cannot be filled according to the provisions of this order. Should a variance from this order be required to fill these vacancies, approval shall be required from the national SUPCOM chair and from the level of ATO management corresponding to the level of the vacancy. This approval shall remain in effect until SUPCOM and the corresponding level of management agree to revert to the organizational structure set forth in this order or until the end of the elected term, whichever occurs first.

f. Facility SUPCOM.

(1) A facility SUPCOM chair shall be elected for a 2-year term by a majority of supervisors at their facility. In facilities which have areas of specialization, one SUPCOM officer shall be elected from each area. When possible, terms of area officers should be staggered to maintain continuity and preserve experience. Area officers and alternates shall assist the facility SUPCOM chair and serve in his/her absence. For the purposes of this order, traffic management units (TMU) that have supervisors shall be considered as an area of specialization. The nominations for facility chair shall be made by the area officers and followed by a general election by all supervisors in the facility. At those facilities staffed with only one supervisor, that supervisor is designated as the facility SUPCOM chair. When appropriate, facilities may elect an alternate facility chair.

(2) Election of Facility SUPCOM chairs shall be completed during the month of June and become effective July 1.

(a) If at any time during the term of office, the majority of the facility supervisors determine that their facility chair is not performing in a satisfactory manner, they may, upon coordination with their service area officer and SUPCOM national chair, hold a special election to replace the sitting facility chair. Should this occur, the replacement shall complete the existing term and a new election shall be conducted at the expiration of the original term.

(3) The facility chairs from each facility within a district shall elect the district SUPCOM officer for a 2-year term. This election shall be completed during the month of August and become effective September 1.

(4) Facility/HUB/district chairs/officers shall periodically meet with their facility/HUB/district manager. These meetings should occur not less than monthly live or virtually and serve as a forum for discussion of issues which are important to first-line supervision, as well as management of air traffic control (ATC) facilities.

g. Service Area SUPCOM.

(1) Membership. The service area SUPCOM shall consist of the following:

(a) En Route Service Area. One chair from each air route traffic control center (ARTCC), one chair from each combined enroute radar approach control (CERAP), one chairperson from each combined control facility (CCF), and one representative from a systems operations traffic management unit (TMU).

(b) Terminal Service Area. One officer/chair from each district and/or stand alone facility.

(c) Automated Flight Service Area. One officer from each HUB and/or stand-alone facility.

(d) Other SUPCOM officers as determined by the service area director and service area SUPCOM officer to ensure appropriate representation. These additions must be agreed to by the SUPCOM national service unit officer, national chair, and the corresponding service unit vice president

(2) Elections. During its annual meeting, each service area SUPCOM shall elect an officer from the current or former members of the service area committee. Terms of office shall be 2 years, or if the election cycle is interrupted, until the next scheduled meeting.

(3) Meetings. Service area meetings shall be held annually and should include the Facility/HUB/district chairs/officers. Service area directors, or their representatives should be available to meet with SUPCOM during these meetings.

(4) Service Area Officers Shall:

(a) Chair their service area meetings and monthly service area telcons.

(b) At least monthly, meet or have contact with the service area director management team on issues and concerns that affect supervisors.

(c) Coordinate with the service area director on matters requiring assistance at the service area level.

(d) Provide the service area director with a budget request to finance the SUPCOM requirements for the service area.

(e) In addition to the annual SUPCOM meeting, meet once each year with other service area and national officers for the purpose of aligning SUPCOM goals and establishing business outlines for the coming fiscal year.

(f) Represent the service area at national SUPCOM meetings.

(g) Coordinate with the national officers on concerns or questions of national significance.

(5) Facility/Hub/District Officers Shall:

- (a) Assist the service area officer in fulfilling his/her duties.
- (b) Participate on all service area and other telcons as required.
- (c) Attend the service area meetings.
- (d) Be available to attend the national service unit meetings for their respective options.
- (e) Regularly canvass/visit their assigned facilities.
- (f) Advise the service area officer in a timely manner of any issues within their facility/HUB/district.
- (g) Cascade information to facilities within their area of jurisdiction.

(6) Service area SUPCOM Support. The service area director shall, to the extent possible, provide budgetary support and ensure that an adequate amount of time is allocated to facility/HUB/district/service area officers to carry out their duties. In addition, a service center specialist shall be designated to serve as the SUPCOM coordinator. The coordinator shall:

- (a) Provide assistance to the service area SUPCOM officer.
- (b) Assist with arranging the service area meeting and ensuring that ancillary needs are met during the course of the meeting.
- (c) Serve as counsel to the service area officer on matters requiring assistance at the service area level.

(h) National SUPCOM.

(1) Membership. The national committee shall be comprised of:

- (a) The national chair and one national officer from each of the following service units; EnRoute and Oceanic, Terminal, and System Operations.
- (b) The three service area officers.

(2) Elections. Elections for national office shall be held bi-annually at the national meeting. Candidates for national office shall submit a written intent to run for office and a brief written statement to the national chairperson not less than 2 weeks prior to the commencement of the national meeting. This statement should include items such as career background, goals for SUPCOM, and/or other pertinent information about the candidate.

(a) The national chairperson shall be elected from the previous year's national committee members.

(b) National service unit officers shall be elected from the current or former national committee or service area committee members who have served for at least 1 year.

(c) If a national service unit officer vacancy occurs, the remainder of the term shall be completed by an appointment from the same option made by the national chair. Should the national chair become vacant, the vacancy shall be filled by an appointment made by the national service unit officers and be confirmed by a majority vote of the national committee.

(d) Voting. Each national committee member shall be allotted one vote for every issue or election upon which a national vote is taken.

(3) National Committee Members Shall:

(a) Meet annually, for at least a 4-day period in Washington, D. C., or at another selected site. To the extent possible, these meetings shall include face-to-face exchanges with the Chief Operating Officer (COO), ATO vice presidents and service unit directors as well as other headquarters personnel as necessary and appropriate.

(b) Serve as counsel to other national committee members.

(c) Represent their service area's position and interests at all national meetings.

(4) The national chairperson shall:

(a) Serve as the national focal on issues of concern to supervisors.

(b) Plan for and chair the national meeting, and work directly with the national SUPCOM coordinator to resolve any problems that may arise.

(c) Through consultation with the national coordinator, establish location and otherwise plan for a meeting with the service area officers each year for up to 5 days to review organizational goals and objectives.

(d) Maintain liaison with Technical Operations SUPCOM on issues of mutual concern.

(e) Provide the Vice President, Acquisition and Business Services with a budget request to finance the national SUPCOM requirements.

(f) Oversee the national SUPCOM budget.

(g) Attend the Service Area meetings to provide continuity and counsel to Service Area SUPCOM committees.

(5) National service unit officers shall:

(a) Serve as the national coordinator on items of interest that pertain exclusively to their service units.

(b) Plan for and chair annual service unit meetings.

(c) Attend the service area meetings from their respective options to provide continuity and counsel to service area SUPCOM committees.

(6) National SUPCOM support. The Vice President, Acquisition and Business Services shall:

(a) Be responsible for budgetary support of the SUPCOM program through funding provided by the air traffic service units. Funding from the service units will be proportionate to the service unit representatives.

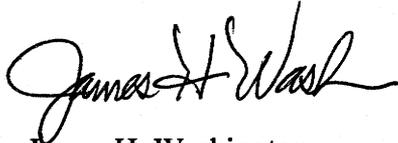
(b) Provide automation support for the national officers.

(c) Designate a specialist to serve as the SUPCOM coordinator who shall:

1. Provide coordination assistance to the national SUPCOM officers.

2. Assist with arranging the national meeting and ensure that ancillary needs are available during the course of the meeting.

3. Serve as counsel to the national officers on matters requiring assistance at the national level.



James H. Washington  
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